

TITLE: Full Time Operator/Shift Supervisor

PURPOSE: Under the direction of the Operations Manager, responsible for the safe operation of the facility.

SHIFT DUTIES:

- In the absence of the General and Operations Manager, give work direction to all staff on duty, and responsible for safety of all
- Implementing, maintaining and enforcing Nustadia's Best Practices and Policies
- Liaison with USask staff, tenants, the users of the facility, and the general public with respect to operational issues for the facility
- Recruiting, training and supervising part-time staff for operation of the facility, as required
- Complete arena maintenance inspections and record in maintenance/inspection logbooks
- Monitor refrigeration plant and record readings in Refrigeration Logbook
- Perform daily ice maintenance functions, and operation of IR and Ice Edger, maintaining a safe ice surface thickness of 1"-1½" at all times. Ice installation and removal
- Maintain inventory of cleaning and operational supplies.
- Custodial duties in all areas of the facility
- Troubleshoot/call contractors as required
- Complete general repairs to facility/equipment, carpentry/plumbing duties etc
- Ensuring all entrances and exits are kept clear and safe of debris and snow and facility is neat and tidy and safe at all times
- Answer phone, give out information and answer questions as required
- Work on days, evenings, weekends and holidays
- Special event set up and tear down
- Carry out such other duties and activities as may be required from time to time in meeting the requirements of this position

QUALIFICATIONS:

- High School or equivalent
- Two years arena maintenance experience
- Standard First Aid and CPR
- WHMIS Trained
- Valid Drivers License
- Mechanically inclined
- Physically fit to perform specifics of the job

Closing Date:

This position bulletin will remain open until a suitable candidate is found.

Interested applicants are asked to submit a cover letter and resume to:

KSchubert@merlisbelsheplace.ca

Only those applicants who are to be interviewed will be contacted.